

ISSUED 03/09/09

PLEASE POST CONSPICUOUSLY

SARATOGA COUNTY DEPARTMENT OF PERSONNEL

ANNOUNCES

AN OPEN-COMPETITIVE EXAMINATION FOR

ASSESSMENT CONTROL EXAMINER

ASSESSMENT CONTROL EXAMINER, Saratoga County. At the present time there is three vacancies in the Saratoga County Real Property Tax Agency. The results of this eligible list will also be used to fill other vacancies as they occur under the jurisdiction of the Saratoga County Personnel Department.

EXAMINATION # 62-725

SALARY: \$34,198

LAST DAY TO FILE IS APRIL 8, 2009

DATE OF THE EXAMINATION IS MAY 9, 2009

NOTICE: **RELIGIOUS ACCOMMODATIONS-HANDICAPPED PERSONS:** If special arrangements for testing are required, indicate this on your application form.

RESIDENTS: Candidates must have been legal residents of New York State for at least FOUR months immediately preceding the date of the test. Pursuant to subdivision 4a of Sec. 23 of the Civil Service Law, preference may be given to successful candidates who have been legal residents of the municipality to which the appointment is to be made for at least FOUR months preceding the date of the written test.

APPLICATION FEE: A mandated examination fee of \$7.50 has been imposed by New York State on all Municipalities under the jurisdiction of NYS Civil Service beginning October 1, 1989 for each separate numbered examination for which you apply. However, the "Saratoga County Legislative Board" passed a resolution to absorb this fee for all Saratoga County Residents only. All other applicants must submit the \$7.50 fee for each exam that they apply for. Please make checks payable to the **Saratoga County Treasurer's Office**. **This fee is non-refundable.**

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. A copy of this document can be obtained from the Saratoga County Personnel office.**

DISTINGUISHING FEATURES OF THE CLASS: This work involves the performance of a variety of clerical tasks in the control and maintenance of real property tax data. Although the duties are of a clerical nature, incumbents must be able to learn the terminology used in real property transactions and be able to read and understand technical documents such as tax maps. Work is performed under the direct supervision of a Senior Assessment Examiner or other division supervisor in accordance with set procedures prescribed by the Saratoga County Real Property Tax Services Agency. Supervision is not a regular function of the position although some instructions may be given to lower level clerical personnel. Performs related duties as required.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency degree and two years of full time paid clerical experience involving the use of real property assessment or appraisal records; Or
- B. The part-time or volunteer equivalent of the experience as defined by (A) above.

THE WRITTEN TEST will be designed to test for knowledge, skills, and/or abilities in such areas as:

1. **Coding/decoding information:** These questions test for the ability to use written directions to code and decode information accurately. You will be asked to apply sets of coding rules to code information and to interpret coded information. Complete directions will be provided; no previous knowledge of or training in any coding system is required.

2. Name and number checking: These questions test for the ability to distinguish between sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with the entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.

3. Organizing data into tables and records: These questions test your ability to combine and manipulate information into a specified format. You will be given numerical data in tabular and/or narrative form, and you must compile it into tables or records. Ability to add and subtract is required. All information necessary to answer the questions is given. No knowledge of specific bookkeeping, account-keeping, or recordkeeping systems is required.

4. Real property terminology, documents and forms: These questions test for a knowledge of terminology, documents, and forms pertaining to real property. While some questions ask for only straight definitions, others are situational questions which require the use of real property terms to determine the answer to the questions.

5. Understanding and interpreting tax maps and site plans: These questions test for the ability to read, analyze and perform computations based on various types of maps and plans, and may include tax maps, deed descriptions, site plans, survey maps and building layouts. All the information needed to answer the questions will be provided in the maps, plans, layouts or related written material. Calculators may be helpful in answering some of the questions.

NOTICE TO CANDIDATES: “UNLESS OTHERWISE NOTIFIED, CANDIDATES ARE PERMITTED TO USE QUIET, HAND-HELD, SOLAR OR BATTERY POWERED CALCULATORS. Devices with “Typewriter Keyboards,” “Spell Checkers,” “Personal Digital Assistants,” “Address Books,” “Language Translators,” “Dictionaries,” or any similar devices are prohibited.

ELIGIBLE LIST: A candidate’s eligibility begins when his or her name is placed on the eligible list and continues for a minimum of one year.

SECTION 243-b Provides that any member of the armed forces of the United States who had duly filed an application to compete in a scheduled competitive examination, but was deprived of the opportunity to compete in a scheduled competitive examination due to active military duty be provided with a special military makeup examination

SECTION 85a OF THE CIVIL SERVICE LAW: In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established

VETERAN CREDITS: For the purpose of claiming veteran credits on a Civil Service examination, an applicant must have served in the armed forces of the United States at any time during the following periods:

World War II—December 7, 1941 to and including December 31, 1946

Korean War—June 27, 1950 to and including January 31, 1955

Vietnam Conflict—February 28, 1961 until May 7, 1975

Lebanon – June 1, 1983 – December 1, 1987

Grenada – October 23, 1983 – November 21, 1983

Panama – December 20, 1989 – January 31, 1990

Persian Gulf – August 2, 1990 to the end of such hostilities (not yet determined)

- For hostilities in Lebanon, Grenada, and Panama, the individual **must** have received the Armed Forces, Navy, or Marine Corps expeditionary medal.
- Beginning January 1, 1998, the NYS Constitution allows members of the US Armed Forces who are on active duty (other than for training purposes) the right to request **extra War Time Veterans Credits** on a civil service examination prior to discharge.

If you are currently on active duty, you may request the addition of veteran’s credits to your examination score. You must request the extra credits on your examination application in the space provided. If you pass the examination, the credits will be added automatically. To use the extra credits at the time of appointment you must have received an honorable discharge, be a US citizen, and be a resident of New York State. According to Section 85 (4) (a) of the New York State Civil Service Law, extra credits may only be used once for an original appointment or promotion in the civil service of New York State or civil division thereof.

SECTION 23.2: This entire examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating of examinations, will apply.

APPLICATIONS: You may get application forms by writing, down loading from our web site @ www.saratogacountyny.gov, phoning #885-2225 or by calling in person at the Saratoga County Personnel Department, 40 McMaster Street, Ballston Spa, NY 12020. Time and place of the examination will be mailed to approved candidates one week before the date of the examination.

SARATOGA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER